

## **FOUNDATION SPECIALIST**

### **DEFINITION**

Under direction, leads, coordinates and performs advanced technical administrative work in support of specialized division operations; organizes, leads and performs highly complex and specialized duties and services related to program research, administration, communications, finance/budgeting, contract management, resource development, payroll, scheduling, purchasing, personnel, curriculum and/or other areas; researches, gathers, processes and maintains highly complex information; may provide secretarial support to a manager or program administrator as an ancillary duty; and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a single incumbent position, specialized complex class within the Yosemite Community College District (YCCD). The incumbent performs complex technical duties in support of a foundation program, utilizing technical knowledge of a specialized subject area to make decisions and complete assignments.

### **SUPERVISION RECEIVED AND EXERCISED**

Incumbents in this class typically work under the direction of a Dean or other senior-level manager, though some positions may provide specialized technical support for a program or operational manager. Incumbents receive occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker by assigning, directing and/or monitoring the work of subordinate full time employees on a regular basis.

### **ESSENTIAL DUTIES**

- Leads, coordinates and performs difficult and highly complex technical administrative work in support of a wide range of operations, including marketing and fundraising.
- Provides support for numerous cross-departmental events (including Central Services). Coordinates events with alumni, major-gift donors, retirees, facilities, risk management, campus personnel and the community.
- Ensures that all permits and licenses are completed for all events.

- Coordinates with MJC Marketing and Public Relations on marketing activities pertaining to alumni, gift solicitation and event programming, and with regard to the design, proofing and procurement of externally-focused marketing materials.
- Provides liaison role for Foundation and frequently interacts with constituents, donors, alumni, senior staff, faculty, staff and Foundation board members and YCCD trustees.
- Responsible for meeting coordination and correspondence related to the Foundation's board and committees including minute-taking and transmission, meeting-room coordination, media and food service.
- Maintains special lists and data that support the cultivation, solicitation and acknowledgement of the donor community of MJC.
- Coordinates the software programming of the Foundation's Giving Day utilizing special technology that requires consistent maintenance.
- Evaluates processes and procedures; plans, develops and presents recommendations regarding technical methods and techniques of program administration.
- Serves as an advanced technical resource to others regarding areas of specialty; explains and interprets complex policies, regulations and operational procedures to persons contacting the office such as administration, staff and the general public; plans, develops and participates in outreach programs and activities that include alumni relationships.
- Plans and prepares highly complex communications tools such as community newsletters, press releases, public service announcements, administrative summaries, and other print or electronically-based communication materials; may develop and update website pages.
- Performs highly complex research on internal and external data, methods, mechanisms and processes; performs advanced technical data analyses and comparisons; enters, maintains, tracks, evaluates and presents complex data maintained in manual and/or automated systems.
- Monitors and reviews legislation; compiles, prepares and presents summaries to management for evaluation.
- Coordinates travel and other special arrangements.
- Develops, prepares, recommends and monitors budgets for assigned functions; initiates appropriation, expenditure and revenue transfers and budget revisions; monitors expenditures to ensure fiscal integrity; compiles, analyzes, calculates and retrieves budget reports.
- Prepares quotes, bids and purchase requisitions; receives and processes invoices and forwards for payment.
- Establishes and maintains complex file and record systems, including those for confidential and sensitive materials.
- Independently responds to complex inquiries and correspondence; prepares information and data requested for administrative review; prepares reports, files, correspondence and other documents; may develop and prepare visual presentations, flyers, and graphic materials; may update web pages.
- Performs other related duties as assigned.

## **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.

## **MINIMUM QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

### **Knowledge of:**

- Advanced administrative functions pertaining to the area of assignment.
- Laws, codes and requirements governing operations of department to which assigned.
- Advanced principles and practices of: organization and administration, budget preparation, fiscal record keeping, supervision and training, and personnel administration.
- Basic principles and practices pertaining to
- Modern office methods, forms, and equipment.
- Operation of common office equipment, including a word processor and a personal or on-line computer, facsimile (FAX), photocopiers and printers.

### **Ability to:**

- Understand and apply complex laws, regulations, policies and requirements.
- Plan, organize and lead administrative activities related to budget/fiscal matters, personnel, purchasing and office management.
- Assign, direct and monitor the work of others.
- Prepare and maintain accurate budgetary and fiscal information.
- Initiate and complete work assignments with a minimum of direction, exercising sound independent judgment within policy guidelines.
- Recognize administrative problems and implement effective solutions.
- Operate standard business computer hardware and software applications.
- Prepare and maintain complex records, reports and program documentation.
- Adapt to changing priorities and requirements in a fastpaced environment.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Licenses and Certificates:**

- Depending upon assignment, possession of a valid typing certificate for 60 words per minute may be required.
- Depending upon assignment, possession of a valid license to drive in California may be required.

**Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- **Education:** Possession of an associate's degree from an accredited college, with major course work in business administration or a closely related field.
- **Experience:** Four years of increasingly responsible program support experience, including technical administrative work related to program research, administration, communications, finance, contract management, resource development, payroll, scheduling, purchasing, personnel, curriculum and/or other specialized areas. Experience in an academic setting is desirable.

**Special Requirements:**

- Depending upon the assignment of a position, it may be required that some or all of the above-required technical administrative experience was in a particular functional area (e.g., program research, administration, communications, finance, contract management, resource development, payroll, scheduling, purchasing, personnel, curriculum or another administrative area).

*Class Adopted: 03/01/09*

*Class Amended: 7/1/2022*